

Message

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**From:** Kraft, Andrew [Kraft.Andrew@epa.gov]  
**Sent:** 4/21/2017 5:57:07 PM  
**To:** Bussard, David [Bussard.David@epa.gov]; Birchfield, Norman [Birchfield.Norman@epa.gov]  
**CC:** Glenn, Barbara [Glenn.Barbara@epa.gov]  
**Subject:** Fw: Formaldehyde Tox Review Merged Part A & B (WP-40W) Read for Author Review (Due 4/21/17)  
**Attachments:** Formaldehyde Main Text - IRD.docx

FYI, I will try to take a look today, and will upload to SharePoint.

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**From:** NCEA\_TSS  
**Sent:** Friday, April 21, 2017 1:46 PM  
**To:** Cunningham, Taukecha  
**Cc:** Schaffner, Thomas; Walker, Lisa; Zwayer, Bette; Tackett, Linda; Kraft, Andrew; Glenn, Barbara; Soto, Vicki; Konoza, Terri; NCEA\_TSS  
**Subject:** Formaldehyde Tox Review Merged Part A & B (WP-40W) Read for Author Review (Due 4/21/17)

Dear Taukecha,

TSS and Editing have completed the following for the Formaldehyde IRIS document Parts A & B and it is ready for author review:

- Formatted headings
- Renumbered table and figure captions (extensive renumbering throughout that need author review)
- Formatted text
- Applied some globals (time constraints led to not finishing by 4/21/17 deadline)
- Light edit performed
- Comments for author to address throughout
- Highlighted callouts for author to review
  - Green = section, table, and figure callouts
  - Blue/Teal = Supplemental callouts
  - Red = references that need addressed

Please let TSS know if you have any questions. Send any further correspondence on this request to [NCEA\\_TSS@epa.gov](mailto:NCEA_TSS@epa.gov).

Thank you,

Kathleen Bland

Technical Support Services  
Highlight Technologies, LLC contractor for U.S. EPA, NCEA  
26 W. Martin Luther King Ave, Rm A-G41  
Cincinnati, OH 45220

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**From:** Cunningham, Taukecha  
**Sent:** Wednesday, March 29, 2017 5:31 PM

**To:** Heing, Dan

**Cc:** NCEA\_TSS; NCEA\_TSS\_SG; Schaffner, Thomas; Walker, Lisa; Zwayer, Bette; Tackett, Linda; Kraft, Andrew; Glenn, Barbara; Soto, Vicki; Konoza, Terri

**Subject:** RE: Formaldehyde Tox Review, Part a & b; Revised Contractor Schedule

Dan,

Yes this is exactly what we need done and please feel to let us know if you have any other questions.

Thanks,

*Taukecha Cunningham*  
*Information Management Specialist*  
*U.S. EPA/ORD*  
*National Center for Environmental Assessment*  
*703-347-0294*  
*[Cunningham.Taukecha@epa.gov](mailto:Cunningham.Taukecha@epa.gov)*

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**From:** Heing, Dan

**Sent:** Wednesday, March 29, 2017 5:28 PM

**To:** Cunningham, Taukecha <[Cunningham.Taukecha@epa.gov](mailto:Cunningham.Taukecha@epa.gov)>

**Cc:** NCEA\_TSS <[NCEA\\_TSS@epa.gov](mailto:NCEA_TSS@epa.gov)>; NCEA\_TSS\_SG <[NCEA\\_TSS\\_SG@epa.gov](mailto:NCEA_TSS_SG@epa.gov)>; Schaffner, Thomas <[Schaffner.Thomas@epa.gov](mailto:Schaffner.Thomas@epa.gov)>; Walker, Lisa <[Walker.Lisa@epa.gov](mailto:Walker.Lisa@epa.gov)>; Zwayer, Bette <[zwayer.bette@epa.gov](mailto:zwayer.bette@epa.gov)>; Tackett, Linda <[Tackett.Linda@epa.gov](mailto:Tackett.Linda@epa.gov)>; Kraft, Andrew <[Kraft.Andrew@epa.gov](mailto:Kraft.Andrew@epa.gov)>; Glenn, Barbara <[Glenn.Barbara@epa.gov](mailto:Glenn.Barbara@epa.gov)>; Soto, Vicki <[Soto.Vicki@epa.gov](mailto:Soto.Vicki@epa.gov)>; Konoza, Terri <[Konoza.Terri@epa.gov](mailto:Konoza.Terri@epa.gov)>

**Subject:** Re: Formaldehyde Tox Review, Part a & b; Revised Contractor Schedule

Taukecha,

Just to be clear, for TSS we are to carry out the following service tasks:

1. Format text & line spacing, Pagination
2. Auto-headings, Auto-captions
3. TOC creation and formatting
4. Globals as time permits



And for Editing, we are doing a light edit, which is a line-by-line scan to fix obvious spelling, grammar, and punctuation errors, correct typos and improper word spacing, correct inconsistencies in font size, and check Microsoft grammar flags for appropriateness and fix if no sentence restructuring is needed.

If our understanding is correct, then yes, we would meet the 4 week deadline (document completed and returned COB 4/21/17).

Please advise and thanks.

Dan

**Dan Heing** | *Project Manager*

Office 513.569.7725  Mobile 513.377.1130 

[dheing@HighlightTech.com](mailto:dheing@HighlightTech.com) | [www.HighlightTech.com](http://www.HighlightTech.com)



*Investing in People, Serving our Nation*

8(a), Woman Owned, ISO 9001:2008, CMMI Level 2

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**From:** Cunningham, Taukecha

**Sent:** Wednesday, March 29, 2017 4:12 PM

**To:** Heing, Dan <[Heing.Dan@epa.gov](mailto:Heing.Dan@epa.gov)>

**Cc:** NCEA\_TSS <[NCEA\\_TSS@epa.gov](mailto:NCEA_TSS@epa.gov)>; NCEA\_TSS\_SG <[NCEA\\_TSS\\_SG@epa.gov](mailto:NCEA_TSS_SG@epa.gov)>; Schaffner, Thomas <[Schaffner.Thomas@epa.gov](mailto:Schaffner.Thomas@epa.gov)>; Walker, Lisa <[Walker.Lisa@epa.gov](mailto:Walker.Lisa@epa.gov)>; Zwayer, Bette <[zwayer.bette@epa.gov](mailto:zwayer.bette@epa.gov)>; Tackett, Linda <[Tackett.Linda@epa.gov](mailto:Tackett.Linda@epa.gov)>; Kraft, Andrew <[Kraft.Andrew@epa.gov](mailto:Kraft.Andrew@epa.gov)>; Glenn, Barbara <[Glenn.Barbara@epa.gov](mailto:Glenn.Barbara@epa.gov)>; Soto, Vicki <[Soto.Vicki@epa.gov](mailto:Soto.Vicki@epa.gov)>; Konoza, Terri <[Konoza.Terri@epa.gov](mailto:Konoza.Terri@epa.gov)>

**Subject:** FW: Formaldehyde Tox Review, Part a & b; Revised Contractor Schedule

Dan,

Let's do a light edit and skip number 3, and we need the TOC creation and formatting, and do the globals last. We need all of the formatting with the exception of the globals. Will this help you meet the deadline?

Thanks,

*Taukecha Cunningham*  
*Information Management Specialist*  
*U.S. EPA/ORD*  
*National Center for Environmental Assessment*  
*703-347-0294*  
*[Cunningham.Taukecha@epa.gov](mailto:Cunningham.Taukecha@epa.gov)*

here are the tasks for Editing:

- |                                       |  |
|---------------------------------------|--|
| <input type="radio"/> Edit            | <input type="radio"/> Customized (specify in Special Instructions) |
| <input type="radio"/> Electronic Edit | <input type="radio"/> Light  |
| <input type="radio"/> Hard-Copy Edit  | <input type="radio"/> Grammar                                      |
|                                       | <input type="radio"/> Style  |
| <input type="radio"/> Write           | <input type="radio"/> Comprehensive                                |

Here are the tasks for work processing

**NCEA Word Processing/Graphics Support Request**Requestor(s): Date Requested: Date Required: Status: Product type: Stage: OMIS Task # NCEA-C-# APM # ☒ Formatting (select file format below)☐ Scan (select file format below)

## Select requested formatting

(each step requires repagination and table of contents changes when done separately)

- ☐ Margins, footers, page numbering, create/format front matter
- ☐ Auto headings and captions, auto table of contents creation and formatting
- ☐ Format tables and figures (requires source files)
- ☐ Format text (globals, line spacing, etc.)
- ☐ Format appendices
- ☐ Abbreviation check
- ☐ Text-to-reference check (in-text vs. bibliography) (TSS)
- ☐ Bibliography verification and formatting (TIU)
- ☐ Full format (all of the above)

**From:** Heing, Dan**Sent:** Wednesday, March 29, 2017 3:20 PM**To:** Cunningham, Taukecha <Cunningham.Taukecha@epa.gov>

**Cc:** NCEA\_TSS <NCEA\_TSS@epa.gov>; NCEA\_TSS\_SG <NCEA\_TSS\_SG@epa.gov>; Heing, Dan <Heing.Dan@epa.gov>; Schaffner, Thomas <Schaffner.Thomas@epa.gov>; Walker, Lisa <Walker.Lisa@epa.gov>; Zwyer, Bette <zwyer.bette@epa.gov>; Tackett, Linda <Tackett.Linda@epa.gov>; Kraft, Andrew <Kraft.Andrew@epa.gov>; Glenn, Barbara <Glenn.Barbara@epa.gov>; Soto, Vicki <Soto.Vicki@epa.gov>; Konoza, Terri <Konoza.Terri@epa.gov>

**Subject:** FW: Formaldehyde Tox Review, Part a & b; Revised Contractor Schedule

Dear Taukecha,

Understood, and no apologies needed.

We are assuming that the tech editing is the higher priority (vs. word processing, but please correct me if I'm off base), so starting with word processing, the service items in order of importance as we rank them, are:



1. Format text & line spacing, Pagination
2. Auto-headings, Auto-captions
3. Text-to-Ref Check, HERO in-text citations
4. Globals
5. TOC creation and formatting

A revised set of service items that we think will meet the 4 week deadline (document completed and returned COB 4/21/17) would look like this:

- At TSS (formatting), we would drop the last two service options, numbers 4 and 5.
- At Editing, we would adjust our approach by using one editor on each half of the document (as opposed to both editors looking at the entire document), and overlap the formatting and editing steps (we normally complete the formatting before the editing is started). This would allow us to complete all the editing that was requested.

Please advise concerning your priorities and our proposed service item adjustments.

Thanks

**Dan Heing** | Project ManagerOffice 513.569.7725  Mobile 513.377.1130 

dheing@HighlightTech.com | www.HighlightTech.com



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8(a), Woman Owned, ISO 9001:2008, CMMI Level 2

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**From:** Cunningham, Taukecha

**Sent:** Wednesday, March 29, 2017 11:32 AM

**To:** Heing, Dan <[Heing.Dan@epa.gov](mailto:Heing.Dan@epa.gov)>

**Cc:** NCEA\_TSS <[NCEA\\_TSS@epa.gov](mailto:NCEA_TSS@epa.gov)>; NCEA\_TSS\_SG <[NCEA\\_TSS\\_SG@epa.gov](mailto:NCEA_TSS_SG@epa.gov)>; CI NCEA EDIT

<[CI\\_NCEA\\_EDIT@epa.gov](mailto:CI_NCEA_EDIT@epa.gov)>; Tackett, Linda <[Tackett.Linda@epa.gov](mailto:Tackett.Linda@epa.gov)>; Kraft, Andrew <[Kraft.Andrew@epa.gov](mailto:Kraft.Andrew@epa.gov)>; Glenn, Barbara <[Glenn.Barbara@epa.gov](mailto:Glenn.Barbara@epa.gov)>; Soto, Vicki <[Soto.Vicki@epa.gov](mailto:Soto.Vicki@epa.gov)>; Konoza, Terri <[Konoza.Terri@epa.gov](mailto:Konoza.Terri@epa.gov)>; Zwayer, Bette <[zwayer.bette@epa.gov](mailto:zwayer.bette@epa.gov)>

**Subject:** RE: Formaldehyde Tox Review, Part a & b

Hi Dan,

The authors are working under a tight deadline with this assessment, so please rank in the order of importance of what can be done in 3-4 weeks (with 4 weeks being the maximum). You may take shortcuts to complete this task, which can be done the next time around. My apologies for the rush job!!!

Thank you,

*Taukecha Cunningham*

*Information Management Specialist*

*U.S. EPA/ORD*

*National Center for Environmental Assessment*

*703-347-0294*

*[Cunningham.Taukecha@epa.gov](mailto:Cunningham.Taukecha@epa.gov)*

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**From:** Heing, Dan

**Sent:** Wednesday, March 29, 2017 10:43 AM

**To:** Cunningham, Taukecha <[Cunningham.Taukecha@epa.gov](mailto:Cunningham.Taukecha@epa.gov)>

**Cc:** NCEA\_TSS <[NCEA\\_TSS@epa.gov](mailto:NCEA_TSS@epa.gov)>; NCEA\_TSS\_SG <[NCEA\\_TSS\\_SG@epa.gov](mailto:NCEA_TSS_SG@epa.gov)>; CI NCEA EDIT

<[CI\\_NCEA\\_EDIT@epa.gov](mailto:CI_NCEA_EDIT@epa.gov)>; Tackett, Linda <[Tackett.Linda@epa.gov](mailto:Tackett.Linda@epa.gov)>; Kraft, Andrew <[Kraft.Andrew@epa.gov](mailto:Kraft.Andrew@epa.gov)>; Glenn, Barbara <[Glenn.Barbara@epa.gov](mailto:Glenn.Barbara@epa.gov)>; Soto, Vicki <[Soto.Vicki@epa.gov](mailto:Soto.Vicki@epa.gov)>; Konoza, Terri <[Konoza.Terri@epa.gov](mailto:Konoza.Terri@epa.gov)>; Zwayer, Bette <[zwayer.bette@epa.gov](mailto:zwayer.bette@epa.gov)>

**Subject:** RE: Formaldehyde Tox Review, Part a & b

Dear Taukecha,

We are estimating that we will have the document finished and to you by COB, Wednesday, 5/17/17. Please let us know of any feedback you have on this schedule.

Thanks,

**Dan Heing** | *Project Manager*

Office 513.569.7725 Mobile 513.377.1130

[dheing@HighlightTech.com](mailto:dheing@HighlightTech.com) | [www.HighlightTech.com](http://www.HighlightTech.com)



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**From:** NCEA\_TSS  
**Sent:** Tuesday, March 28, 2017 1:59 PM  
**To:** NCEA\_TSS\_SG <NCEA\_TSS\_SG@epa.gov>  
**Subject:** FW: Formaldehyde Tox Review, Part a & b

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**From:** Cunningham, Taukecha  
**Sent:** Tuesday, March 28, 2017 1:59:24 PM (UTC-05:00) Eastern Time (US & Canada)  
**To:** NCEA\_TSS  
**Cc:** Glenn, Barbara; Soto, Vicki; Konoza, Terri; Zwyer, Bette; Kraft, Andrew  
**Subject:** RE: Formaldehyde Tox Review, Part a & b  
Hi Kathleen,

Yes you may format the headings and captions.

Thanks,

*Taukecha Cunningham*  
*Information Management Specialist*  
*U.S. EPA/ORD*  
*National Center for Environmental Assessment*  
*703-347-0294*  
*[Cunningham.Taukecha@epa.gov](mailto:Cunningham.Taukecha@epa.gov)*

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**From:** Kraft, Andrew  
**Sent:** Tuesday, March 28, 2017 1:52 PM  
**To:** NCEA\_TSS <NCEA\_TSS@epa.gov>; Cunningham, Taukecha <Cunningham.Taukecha@epa.gov>  
**Cc:** Glenn, Barbara <Glenn.Barbara@epa.gov>; Soto, Vicki <Soto.Vicki@epa.gov>; Konoza, Terri <Konoza.Terri@epa.gov>; Zwyer, Bette <zwyer.bette@epa.gov>; Kraft, Andrew <Kraft.Andrew@epa.gov>  
**Subject:** RE: Formaldehyde Tox Review, Part a & b

Hi Kathleen,

Thank you so much for the information on how to make revisions after the tech edit- very helpful!

In response to question #1 below: yes, those documents are both parts of the same main text (e.g., part "b" includes sections that are located within both Chapters 1 and 2 from the IRIS template). We had separated the document into 2 parts because it was causing difficulties in SharePoint while we were editing. Please merge those parts into 1 cohesive document (hopefully, it will not be too large to modify in SharePoint, but we will cross that bridge when we come to it). Chapter 2 begins with dose-response evaluation for noncancer health effects in the part "b" document (i.e. after the weight-of-evidence summaries for cancer).

As for question #2 below, I am assuming that Taukecha will follow up with direction, but Barbara and I were assuming that the headers would be formatted at the appropriate header levels and text styles along with the section numbering, etc., during this round of editing.

Thank you, and please let us know if you have any additional questions.

-Andrew

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**From:** NCEA\_TSS

**Sent:** Tuesday, March 28, 2017 1:28 PM

**To:** Cunningham, Taukecha <[Cunningham.Taukecha@epa.gov](mailto:Cunningham.Taukecha@epa.gov)>

**Cc:** Kraft, Andrew <[Kraft.Andrew@epa.gov](mailto:Kraft.Andrew@epa.gov)>; Glenn, Barbara <[Glenn.Barbara@epa.gov](mailto:Glenn.Barbara@epa.gov)>; Soto, Vicki <[Soto.Vicki@epa.gov](mailto:Soto.Vicki@epa.gov)>; Konoza, Terri <[Konoza.Terri@epa.gov](mailto:Konoza.Terri@epa.gov)>; Zwayer, Bette <[zwayer.bette@epa.gov](mailto:zwayer.bette@epa.gov)>

**Subject:** Re: Formaldehyde Tox Review, Part a & b

Dear Taukecha,

We are currently working on the files that you sent and had a few questions:

1. Are parts a and b that you sent 2 parts of the main text? Currently both files have Chapter 1 headings and we wanted to double check since part b had headings that match Chapter 2 in the IRIS template.
  - o If so, would you like the files merged before returning?
2. Format headings and captions was not selected on the request form, however there are inconsistent headings and incorrect styles applied throughout the files. This might lead to renumbering of sections, tables, figures, and callouts. We can complete these tasks if you would like us to do so.

In regards to instructions on how to insert updated figures, tables, and headers without breaking links, please see below:

Headings:

1. Insert new heading text
2. Apply correct IRIS heading style (e.g., "Heading 1,\_IR Heading 1" if a level 1 heading style, "Heading 2,\_IR Heading 2" for a level 2 heading style, etc.)

Tables and Figures:

1. Captions for tables and figures are outside of those items, so you can copy the caption from a previous table and paste it in the text where you would like to insert your new table or figure.
2. Using the caption that you pasted, you can replace the previous title starting after "Table #-#." and type the new table/figure title. This will automatically apply the autonumbering and caption styles for these items.
  - o Numbering will update when you hit either F9 or look at the document in print preview.
3. You can paste the table or figure below or above the captions (below for tables, above for figures).

Please let us know if you have further questions or concerns.

Send any further correspondence on this request to [NCEA\\_TSS@epa.gov](mailto:NCEA_TSS@epa.gov).

Thank you,

Kathleen Bland

Technical Support Services

Highlight Technologies, LLC contractor for U.S. EPA, NCEA

26 W. Martin Luther King Ave, Rm A-G41

Cincinnati, OH 45220

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**From:** Cunningham, Taukecha  
**Sent:** Friday, March 24, 2017 4:14 PM  
**To:** NCEA\_TSS  
**Cc:** Kraft, Andrew; Glenn, Barbara; Soto, Vicki; Konoza, Terri; Zwayer, Bette  
**Subject:** FW: Formaldehyde Tox Review, Part a & b

Hello,

Attached is Formaldehyde part a and b for a mechanical edit to include a read through checking for grammar, punctuation, typos, consistency, formatting, table/figure callout citations, etc., plus a review for clarity.

- Please ignore the comment bubbles (and leave them in), unless they contain reference information useful for HERO linking. Any track changes missed can be accepted.
- The Appendices are not being tech edited simultaneously, so highlight those callouts, that would be helpful for the next round (i.e. we can add more clarification in terms of sections, etc., once the tech edit on the Appendices is completed).
- The authors want to be instructed on how to insert updated figures, tables, and headers into the tech edited version without breaking any links, etc.

Please contact the authors Andrew Kraft and Barbara Glenn before doing any major reformatting. This draft of the document does not have to be perfect, so you may take short cuts if necessary, we can update other items during the next round.

Please give us a date on when you will have the document completed.

Thank you,

*Taukecha Cunningham*  
*Information Management Specialist*  
*U.S. EPA/ORD*  
*National Center for Environmental Assessment*  
*703-347-0294*    
[Cunningham.Taukecha@epa.gov](mailto:Cunningham.Taukecha@epa.gov)

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**From:** Kraft, Andrew  
**Sent:** Thursday, March 23, 2017 5:01 PM  
**To:** Soto, Vicki <[Soto.Vicki@epa.gov](mailto:Soto.Vicki@epa.gov)>  
**Cc:** Cunningham, Taukecha <[Cunningham.Taukecha@epa.gov](mailto:Cunningham.Taukecha@epa.gov)>; Glenn, Barbara <[Glenn.Barbara@epa.gov](mailto:Glenn.Barbara@epa.gov)>; Kraft, Andrew <[Kraft.Andrew@epa.gov](mailto:Kraft.Andrew@epa.gov)>  
**Subject:** Formaldehyde Tox Review, Part "b"

Hooray!